

## **CITY OF SEDONA ARTS & CULTURE COMMISSION ART ORGANIZATIONS GRANTS PROGRAM GUIDELINES**

*The purpose of the City of Sedona Arts and Culture Commission Art Organizations Grants Program is to support Sedona-based arts and cultural organizations with funds to promote long-term growth in Sedona's arts community and to meet short-term goals.\**

**CRITERIA.** The applicant for an art grant must demonstrate that the program meets the following criteria, which will be considered during grants-making and evaluation processes.

- **The program has artistic merit.** Qualified persons are involved in the planning and implementation. Professional artists are involved in the process/preparation and the product/presentation.
- **The program is creative and innovative.** It provides expansion of current programs and events and/or focuses on arts activities not currently offered, targets populations previously under served, or contributes to the cultural development of Sedona in nontraditional ways.
- **The program will benefit the citizens of Sedona.** The program will contribute to the cultural opportunities made available to the public, enhancing the quality of life.
- **The program has qualified personnel.** The administrators and artists have sufficient training and experience directly related to the needs and objectives of the program.
- **The program has community support.** This is demonstrated by volunteer efforts; contributions of cash, goods or services; participation and attendance, especially from those not directly involved in the program.
- **The program has had adequate planning.** Planning was systematic over a sufficient period of time, addressing each facet of the program, including the method of evaluation and the program's continuation.
- **The program has a realistic budget.** Sound finances are set forth by a well-established base of financial support, a realistic budget and a detailed funding plan.
- **The program is well promoted and publicized.** There is a systematic plan to reach the targeted recipients of the program, through a variety of avenues, to ensure full participation.
- **The program includes education elements for any age group and may include exhibitions and/or public performances.**

**A grant received one year does not guarantee or imply support in subsequent years.**

*\*These guidelines are intended to uphold the purposes and goals of Ordinance 88-26 creating the Arts and Culture Commission, and any subsequent ordinances.*

**ELIGIBILITY REQUIREMENTS.** The following requirements must be met in order to be considered for review:

1. At the time of application, the organization must be a registered non-profit arts or cultural organization whose purpose is the presentation of performances, exhibitions, arts education, or historic preservation and have tax-exempt status under Section 501(c)(3) of the IRS Code (documentation of this status must accompany the application).
2. The organization must have its primary place of programs and business located in the greater Sedona area.
3. It is recommended that the organization has been in existence for a minimum of three years.
4. Possible uses of art grant funds may include marketing, expanded programming and events, educational opportunities for Sedona citizens, operations, and collaborations.

**CONTACT INFORMATION.** Please contact Ginger Wolstencroft, Director of Arts and Culture, at 204-7119, or email [gwolstencroft@SedonaAZ.gov](mailto:gwolstencroft@SedonaAZ.gov) should you have any questions.

**APPLICATION REVIEW.** All applications will be reviewed by the Arts and Culture Commission and the Director of Arts and Culture. The applicant should understand that the Arts and Culture Department budget is based on a fiscal year, starting July 1 and ending June 30 of the following year. For FY2009-2010, grant awards will be announced in February 2010.

**COLLABORATION.** If project involves another organization(s), such as schools for school performances, applicant must submit a letter of agreement/intent describing the relationship of the collaborating parties.

**ACKNOWLEDGMENT.** Whenever possible, organizations receiving a City of Sedona Arts and Culture Commission art grant must acknowledge this support in programs, press releases, and advertisements for grant supported activities. The following credit line should be used whenever possible: "Partial funding provided by the City of Sedona Arts and Culture Commission."

**FINAL REPORTING.** Recipients of funding will be required to submit a final report showing how the funds were used, headcount of event(s), and public benefit. A final report must be submitted within sixty (60) days of the organization's completion of the project. Failure to submit, as well as late, or incomplete submission of final reports will jeopardize future funding.

# CITY OF SEDONA ARTS AND CULTURE COMMISSION

Grant Application

## ***ART GRANTS PROGRAM***

***Fiscal Year 2009-2010***

### **Application Instructions:**

Submit one original plus seven (7) copies of the application, budget form, and all support materials to:

City of Sedona Art Grants Program, Arts and Culture Department, 102 Roadrunner Drive, Sedona, AZ 86336. **Applications must be received no later than Tuesday, January 5, 2010 by 5:00 p.m.** Late or incomplete applications will not be reviewed for funding.

Application Date \_\_\_\_\_

Art Organization Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_ Website \_\_\_\_\_

Grant Contact \_\_\_\_\_ Telephone \_\_\_\_\_

Applicant Federal ID# (or) Fiscal Agent \_\_\_\_\_

Signature of Authorizing Official \_\_\_\_\_

(Signature certifies that Authorizing Official has legal authority to accept and expend funds for organization, and will certify that the enclosed information is accurate and true)

Project Title \_\_\_\_\_

Project Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**GRANT AMOUNT REQUESTED \$** \_\_\_\_\_

For application process, arts organizations must also submit:

- IRS Letter, to document tax-exempt status of applicant or fiscal agent.
- Profit and loss statement for organization.
- Brief description of education element for any age group.
- Letter(s) of Agreement signed by all collaborating parties, such as schools for in-school performances.
- Signed Release of Liability and Indemnification Agreement.

### **Planned Uses of Funds**

1. Provide a description of planned uses for grant funds and a project budget.
2. Explain how this project supports the mission of your organization.

### **Artistic Quality**

1. State your organization's mission and how it promotes the goals/vision of the City.
2. Describe your organization's artistic goals.
3. Describe your measures of success for the funding period.
4. Describe your organization's artistic quality, creativity, or artistic service.

### **Community Needs**

1. State the size of your total audience/attendance/participants in public programs over the past year.
2. State how many people you expect to reach during the grant period.
3. Describe your organization's ability to serve the needs of the community, including potential public exposure and public benefit.

### **Organization History**

1. Describe the history of your organization in presenting, producing or serving the arts.

### **Tourism and the Economy**

1. Explain how your project will enhance economic development and/or tourism in Sedona.

### **Gift Clause Concerns:**

The "gift clause" of Arizona Constitution provides that no public entity may give or make any donation to any individual, association or corporation. Arizona courts have held that the gift clause is not violated where a grant to a private entity 1) it serves a public purpose, and 2) there is adequate consideration in the form of a public benefit coming back to the community, and 3) the grant does not promote purely private or personal interests.

Please explain how your use of the proposed grant funds complies with gift clause test as explained above.

## **RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT**

\_\_\_\_\_ (the “Organization/Grant Recipient”) shall defend, indemnify, and hold harmless the City of Sedona, a municipal corporation (the “City”), its agents, officers, officials, and employees from and against all liability, costs, expenses, claims, and damages (including, but not limited to, attorney fees, court costs, and the cost of appellate proceedings), that the City may at any time suffer or sustain or become liable for by reason of, relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work, or services of the Organization/Grant Recipient, its agents, officers, officials, and employees, regardless of whether such liability, costs, expenses, claims, and damages are caused in part by any negligent act or omission on the part of the City, its agents, officers, officials, or employees. The Organization/Grant Recipient’s duty to defend, hold harmless, and indemnify the City, its agents, officers, officials, and employees shall apply to any claim, damage, loss, or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting therefrom, caused by or arising out of any acts, errors, mistakes, omissions, work, or services of the Organization/Grant Recipient, its agents, officers, officials, employees, and program participants or any other person for whose acts, errors, mistakes, omissions, work, or services the Organization/Grant Recipient may be legally liable.

I agree that this Release of Liability and Indemnification Agreement should be enforced to the full extent permitted by law. If any section or part of this Agreement is held not to be enforceable under the applicable law, the remainder of the Agreement shall be enforced.

I avow that I am legally authorized by the Organization/Grant Recipient to sign this Release of Liability and Indemnification Agreement on its behalf. I understand that these terms are contractual and not a mere recital.

\_\_\_\_\_  
Name of Organization/Grant Recipient

\_\_\_\_\_  
Printed Name & Title of Person Signing

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date